



STATE OF WASHINGTON  
CONSERVATION COMMISSION

*PO Box 47721 • Olympia, Washington 98504-7721 • (360) 407-6200 • FAX (360) 407-6215*

November 15, 2005

The Conservation Commission is planning on hiring a Secretary Administrative position with an anticipated start date of early January 2006. The purpose of this information is to invite the submission of material from interested candidates that would be reviewed at a later date.

This position is full time, 40 hours per week and paid a Range 39, \$29,148 - \$36,948 per year. The standard State of Washington benefit package would apply. The position will be based in Lacey, Washington. Hours of work are from 8 a.m. to 5 p.m.

### **POSITION SPECIFICS**

Perform complex secretarial duties such as independently planning, organizing and prioritizing work, monitoring and evaluating budget(s) status and initiating corrections, developing travel itineraries, compiling reports, studies, and/or applications, developing, modifying, and/or maintaining data base management, office record keeping, or filing system(s), establishing office procedures, standards, priorities, and deadlines, and coordinating office operations. This position is generally the first contact with clients, members of the public and other agencies. Assignments and projects are of a complex nature. Independent performance of complex secretarial assignments requires substantive knowledge of a variety of regulations, rules, policies, procedures, processes, materials, or equipment. Problems are resolved by choosing from established procedures and/or devising work methods. Guidance is available for new or unusual situations. Deviation from established parameters requires approval. Work is reviewed to verify compliance with established policies and procedures.

### **Examples of Work**

- ◆ Formats from rough draft, speedwriting, or recording equipment; takes meeting minutes; composes or types letters, meeting notices, and agendas; compiles and produces reports, studies, applications, financial statements, schedules, and other documents as directed;
- ◆ Proofreads material making corrections for sentence structure, spelling, grammar, and punctuation;
- ◆ Resolves problems and responds to inquiries regarding procedures and services; answers telephones; receives, screens and refers visitors;
- ◆ Establishes office procedures, standards, priorities, and deadlines;
- ◆ Establishes or revises electronic or manual files;
- ◆ Maintains, monitors, and evaluates budget or fiscal records; completes or processes requisitions, invoices; identifies problems and initiates corrections; assists in the development of organization budget.

- ◆ Attends meetings on behalf of supervisor(s) or work group; represents supervisor or work group in supervisor's absence;
- ◆ Relays messages and instructions from the supervisor(s) to others;
- ◆ Maintain calendar(s) and makes appointments; schedules and arranges meetings; makes room reservations;
- ◆ Assist Executive Assistant with preparing for Conservation Commission Meetings;
- ◆ Provides information related to planning, organizing and operation of the department or agency;
- ◆ Makes travel arrangements for staff and commissioners; and maintains records of travel itineraries; compiles final travel expense reports;
- ◆ Orders supplies, printing, and arranges for facility and equipment maintenance and repair contracts and services;
- ◆ Maintains records of incoming and outgoing correspondence and documents and follows up on work in process;
- ◆ Reviews publications for articles or reports on subject matter of special interest, obtains copies and maintains files of such information;
- ◆ Maintains records, schedule service, address issues with agency's vehicle fleet;
- ◆ Performs complex word processing tasks such as merging and sorting, integrating text with graphics, spreadsheet and data base files, uploading/downloading, and creating footnotes and outlines; uses spreadsheet and data base software to develop and maintain records; uses basic statistical software packages; prepares spreadsheets involving the development of formulas; combines files to create reports; uses graphics software and recommends appropriate display of information;
- ◆ May produce technical correspondence containing statistical tables, graphs, and schematics.

**Desired experience in the following:**

- State travel regulations
- State motor pool regulations
- State accounting procedures

**BACKGROUND**

The Washington State Conservation Commission (SCC) is a small state agency located in Lacey, Washington. The Conservation Commission employs 12 people, 8 of whom are located in the Department of Ecology building. SCC is authorized under RCW 89.08 and coordinates approximately \$30 million in funding to the 47 conservation districts across the state. This position will be supervised by Debbie Becker. For more specific information regarding SCC, please visit [www.scc.wa.gov](http://www.scc.wa.gov).

**Please send a cover letter, resume and 3 personal and 3 professional references, marked CONFIDENTIAL to: Debbie Becker, Washington State Conservation Commission, PO BOX 47721, Olympia, WA 98504.**

**This position will be open until filled, with initial screening to occur December 5, 2005.**